

OCT

RCT Number
(If Known)

3374

Claim Number

4698

Delegated authority:

Department (choose from drop down menu):

Expense Period From: 01/09/2015

To: 07/10/2015

[illegible]

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

Miles	Nb. of passengers
0	0
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90
100	100

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	
TOTAL REIMBURSEMENT	306.30

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

008 76001 0000
Nominal Code
PAID
30 OCT 2015
Paid Stamp

Expense Reimbursement

OCT

Employee Name: Christopher Graham

RET Number
(Finance Use)
3408

Claim Number
68761

Delegated authority:

Department (choose from drop down menu):

Expense Period From: 18/09/2015 To: 15/10/2015

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
Arrive	Depart				UK £
18/09/15		Lunch with Graham Smith and Rosemary Agnew (Scottish Information Commissioner)	1	Subsistence - UK	47.00
22/09/15	0500	Taxi from [redacted] to airport	2	Travel - UK	17.00
23/09/15		Taxi from airport to [redacted]	3	Travel - UK	15.00
30/09/15		Taxi from [redacted] to office to arrive in time for early media interviews (before first bus) less cost of usual bus ticket (£4.00)	4	Travel - UK	16.00
01/10/15	0630	Breakfast on train to London	5	Subsistence - UK	3.65
		Working lunch with László de Alwis, CTO	6	Subsistence - UK	10.60
02/10/15		Supper in London (minus alcohol, inc tip)	7	Subsistence - UK	14.00
		Lunch in London	8	Subsistence - UK	7.14
		Coffee on train on return journey	9	Subsistence - UK	2.95
	1810	Recharge difference in cost between train ticket to [redacted] and chosen destination	10	Travel - UK	-0.35
07/10/15	1730	Supper in London	11	Subsistence - UK	9.10
08/10/15		Coffee	12	Subsistence - UK	2.00
		Taxi between meetings (running late)	13	Travel - UK	15.00
		Lunch in London	14	Subsistence - UK	7.50
	2200	Supper in London	15	Subsistence - UK	10.95
15/10/15		Recharge difference in cost between train ticket to [redacted] and chosen destination	16	Travel - UK	-6.60
15/10/15	0830	Bus from [redacted] to airport	17	Travel - UK	2.80
		Breakfast at airport awaiting flight	18	Subsistence - UK	5.40
		Taxi from airport to [redacted]	19	Travel - UK	15.00
16/10/15	2140	Return flight to US for IAPP conference next April - cost of chosen flight is less than cost of flight if travelling solely for conference	20	Travel - Overseas	497.53
				SUBTOTAL	691.67

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

	45 p per mile
	25 p per mile
	24 p per mile
	20 p per mile
	5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 691.67
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment



22 000 1

008 26001 0000
Nominal Code

£194.14

PAID
30 OCT 2015
Paid Stamp

008 26002 0000 £497.53

in 2117

cor in 27426

Expense Reimbursement

Employee Name: David Smith

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	01/10/2015
	To:	31/10/2015

RT, T Number
(Please Use)

Claim Number
15519

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purposes)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) Other currency
04/10/15	15:30	to Manchester airport by TAXI			
		Manchester airport to Lisbon airport (FLIGHT)			
		(stayed overnight at hotel in Lisbon)			
05/10/15		Lisbon airport to Brasilia airport (FLIGHT)			
		(Global Privacy Dialogue Conference, BRASILIA)			
08/10/15		Brasilia airport to Lisbon airport (FLIGHT)			
09/10/15	11:30	Lisbon airport to Manchester airport (FLIGHT)			
		Manchester airport by TAXI			
		SUBSISTENCE:			
		5 x 24 hrs			887.50 BrazilianReal
		Minus 4 x Dinners			352.00
		Minus 1 x Lunches			165.00
					= 370.50
					Minus 301.00
		(Received 600 Real)			
		(Retained 299 Real)			
		= 301			
					(Total) 69.50
					SUBTOTAL

owed
to David
Smith

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	6.00
	8.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance **5** 101.00
TOTAL REIMBURSEMENT **246.00**
Don't forget to attach receipts!

69.50
Real

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

008	0000
Normal Code	

Paid Stamp

OCT

Expense Reimbursement

Employee Name: David Smith

Delegated authority:

Department (choose from drop down menu):

Expense Period	From;	01/10/2015
	To;	31/10/2015

RCT Number
(Finance Use)

2477

Claim Number

61490

Itemised Expenses

[illegible]

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Bicycle miles claimed
Passenger rate

Modes	No of passengers
Bicycle	10
Bus	20
Car	80
Motorcycle	10
Train	90

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	
TOTAL REIMBURSEMENT	161.00

Don't forget to attach receipts

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

008 2004 0000
Nominal Code

PAID
30 OCT 2015
Paid Stamp

$$16.1 + 3.7 = 19.8$$

Expense Reimbursement

Employee Name: David Smith

Delegated authority:

drop down menu):

Expense Period	From:	01/10/2015
	To:	31/10/2015

100-200000
(44-100000)
3476

11702

Itemised Expenses

DATE	TIME	REASON FOR TRAVEL (including times for bus/train claims & business purposes)	Mileage (Miles)	CATEGORY (allowance from trip allowance)	COST (drop down for appropriate category)
Active	Drop				UK £
14/09/15	15:45	Windsor to London by Train Arrival in Epsom Court by 11:00		Travel - UK	0.60
15/09/15		Back Court to Kings by 11:00 (shared with Mr. Scamman's discussion)		Travel - UK	0.60
16/09/15	18:45	London to Windsor by Train SUSBSTANCE		Travel - UK	11.00
17/09/15	15:15	Windsor to Glasgow by Train Glasgow railway station to The Westwood Hotel by TAXI (no public transport available to the hotel on outskirts of Glasgow)	2	Travel - UK	24.00
18/09/15		Windsor to Glasgow by Train Arrival in Glasgow by 11:00 Luton in hotel until bus provided for return to Croy railway station to Glasgow (Queen's Street) by Train - no receipt as tkt machine malfunctioned		Travel - UK	2.65
19/09/15	18:45	Glasgow Central railway station to Stockport railway station by Train Stockport railway station to [redacted] TAXI SUSBSTANCE	4	Travel - UK	16.00
21/09/15	16:00	Windsor to Manchester airport by TAXI (shared taxi with Hannah McCausland) Manchester airport to Brussels (FLIGHT) Brussels to Paris Luxembourg by Bus (Article 25 working party)	15	Travel - UK	3.70
22/09/15		Paris Luxembourg to Brussels airport by Bus Brussels airport to Manchester airport (FLIGHT)		Travel - UK	16.00
23/09/15	15:45	Manchester airport to home by TAXI SUSBSTANCE	3	Travel - UK	24.00
29/09/15	07:30	Manchester airport by CAR - 2 miles Manchester airport to Belfast airport (FLIGHT) Belfast airport to Belfast Regional LCO office by TAXI (shared with Ken McDonald, Belfast office)	7	Travel - UK	0.90
		Belfast office to Belfast airport by Bus (FLIGHT) Belfast airport to Manchester airport (FLIGHT)	3	Travel - UK	1.50
	18:00	Manchester airport to [redacted] by CAR - 2 miles SUSBSTANCE	3	Travel - UK	0.50
04/10/15	15:30	Manchester airport by TAXI Manchester airport to Belfast airport (FLIGHT) Belfast airport to Belfast Regional LCO office by TAXI (shared with Ken McDonald, Belfast office)	10	Travel - UK	1.50
05/10/15		London airport to Belfast airport (FLIGHT) Belfast airport to Belfast Regional LCO office by TAXI (shared with Ken McDonald, Belfast office)		Travel - UK	12.00
06/10/15		London airport to Belfast airport (FLIGHT) Belfast airport to Belfast Regional LCO office by TAXI (shared with Ken McDonald, Belfast office)		Travel - UK	12.00
07/10/15	11:30	Manchester airport to [redacted] by TAXI SUSBSTANCE	11	Travel - UK	17.50

Mileage

Car miles claimed (Standard Rate)*

Car miles claimed (Public Transport Rate)

Motorcycle miles claimed

Bicycle miles claimed

Passenger rate

Diagram of a 4-lane highway cross-section. The total width is 100 feet. The diagram shows four travel lanes, each 24 feet wide, and two shoulders, each 5 feet wide. The total width is 100 feet (4 x 24 + 2 x 5).

Component	Width (ft)
Travel Lane	24
Shoulder	5
Total Width	100

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 190.00
Don't forget to attach receipts

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@icurya.uk by way of approval for payment

008	2	1	1	0000
Number Code				

PAI

30 OCT 2015

Expense Reimbursement

Employee Name: GRAHAM SMITH

RCT Number (Finance Use)
3478
Claim Number
88977

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	29/09/2015
	To:	02/10/2015

Itemised Expenses

[illegible]

Mileage

Mileage
 Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

Miles	No. of passengers
0-100	10
100-200	20
200-300	30
300-400	40
400-500	50
500-600	60
600-700	70
700-800	80
800-900	90
900-1000	100

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	
TOTAL REIMBURSEMENT	55.14

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

008 0000
Nominal Code

PAID

Paid Stamp 30 DEC 2015

Expense Reimbursement

Employee Name: GRAHAM SMITH

RCT Number (Finance Use)	3479
Claim Number	80118

Delegated authority:
Department (choose from drop down menu):

Expense Period	From:	22/09/2015
	To:	24/09/2015

Itemised Expenses

[illegible]**Mileage**

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

Miles	No. of passengers

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	—
TOTAL REIMBURSEMENT	56.65

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

008 70000 0000
Nominal Code

PAID

Paid Stamp 30 OCT 2015

Expense Reimbursement

Employee Name:	GRAHAM SMITH
----------------	--------------

RCT Number
(Finance Use)
3480

Claim Number
86708

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	08/10/2015
	To:	09/10/2015

Itemised Expenses

[illegible]

Mileage

Mileage
 Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

Model	No. of passengers
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	
TOTAL REIMBURSEMENT	140.65

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@lco.org.uk by way of approval for payment

For Finance Use

008	22111	0000
Nominal Code		

PAID
30 OCT 2015
Paid Stamp

Expense Reimbursement

Employee Name: GRAHAM SMITH

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	14/10/2015
	To:	15/10/2015

RCT Number (Finance Use) 3481
--

Claim Number
21379

Itemised Expenses

[illegible]

Mileage

Mileage
 Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

[illegible]

45 p per mile
25 p per mile
24 p per mlie
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance _____
TOTAL REIMBURSEMENT **21.81**
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@lco.org.uk by way of approval for payment

For Finance Use

008 0000
Nominal Code

PAID
30 OCT 2015
Paid Stamp